

ASSOCIATE STATISTICAL RESEARCH ANALYST

DEFINITION: Under immediate supervision, performs beginning level professional statistical work of routine difficulty in developing research methodology, procedures and forms for data collection; performs a planned learning progression of the duties and responsibilities described at the next higher level; duties are assigned to familiarize incumbents with the more difficult work in conducting analysis and interpreting research data in accordance with specified protocol or procedures; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Develops research methodology, procedures and tools for data collections; develops sampling and quality control techniques and selects sample; assists in the formulation of research analysis plans and reporting specifications; designs and modifies computer applications, programs and/or databases to perform data analysis; analyzes information systems and recommends modifications; edits, modifies and compiles statistical data; ensures adherence to prescribed reporting requirements.

Analyzes, updates and reviews data to determine statistical accuracy of data files and reports; identifies erroneous or questionable data and contacts providers to verify and correct data; interprets trends and results of studies; develops conclusions, makes recommendation and drafts report of findings into appropriate format for various users; consults with users on current and potential use of data and research system; disseminates research results in written, narrative and graphic form; makes presentations of findings; performs follow up studies of problem areas; provides guidance and direction to assigned support staff.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the operational, logistical and administrative requirements of research studies.

Knowledge of statistical research principles, methods, procedures and standards.

Knowledge of computer spreadsheet and/or database applications used in the compilation of reports and/or findings.

Skill in planning, creating, programming and managing complex statistical computer databases.

Skill in applying a range of standard statistical techniques in support of scientific research studies and/or experiments.

Skill in the use of database management, word processing, spreadsheet and/or presentation software.

Skill in applying judgment in the release of confidential information.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Statistics, Economics, Mathematics or closely related field.

PREFERRED QUALIFICATIONS:

- One (1) year of experience in data research and analysis.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.